



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

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August 30, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding new classifications, by changing the salary of a non-represented classification, by changing the titles of non-represented classifications, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add three (3) classifications; to make a salary change to one (1) non-represented classification in the Department of Human Resources; to change the titles of three (3) non-represented classifications in the Department of Mental Health; and to reclassify 41 positions to implement results of classification studies in the departments of Children and Family Services, Mental Health, Public Library, and Registrar-Recorder/County Clerk.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

New Classifications

Two (2) new classifications are being established in the Classification Plan to consolidate duties performed within other classifications (Attachment A). The Audio, Video, and Security Systems Technician and Audio, Video, and Security Systems Technician Supervisor classes will accurately describe work as it is organized and performed, provide clear standards for allocation, and include specialized minimum requirements which should reduce the cost of running multiple examinations for similar jobs. The establishment of these classifications will ultimately result in the deletion of several related obsolete classifications as the Phase III, Information Technology, Occupational Study continues.

One (1) new unclassified class is being established for the Countywide Equity Oversight Panel (CEOP) in the Executive Office of the Board of Supervisors (Attachment A). The Executive Director, Countywide Equity Oversight Panel (UC) will report directly to the Executive Officer, Board of Supervisors and will direct, plan, manage and implement the operational and administrative aspects of the CEOP. Additionally, this position will work in conjunction with a panel of attorneys and monitor countywide compliance with the County Policy of Equity.

Salary Change

We are recommending a salary change for one (1) vacant, non-represented Management Appraisal and Performance Plan (MAPP) classification in the Department of Human Resources (Attachment A). Specifically, a downward salary adjustment for the Human Resources Manager class, from S15 to S13 is recommended to establish the standard two salary range differential between this class and the higher-level Senior Human Resources Manager class. Superior/subordinate pay range differential guidelines were initially outlined in our March 27, 2007 letter approved by your Board regarding MAPP changes.

Title Changes

We are recommending title changes for three (3) non-represented Mental Health Analyst classes in the Department of Mental Health (Attachment A) to reflect more generic titles. The proposed new titles more accurately reflect the level and scope of responsibilities assigned and will allow for allocation of these positions to other departments that have health related programs, primarily the Department of Public Health. It will also reduce the cost of running multiple examinations for jobs that require similar skill sets and backgrounds.

Reclassifications

Based upon individual position studies conducted at the request of four (4) departments, we recommend that 41 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for all recommended actions is estimated to total \$110,703 (all funds). Net County cost is estimated to be \$14,731. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

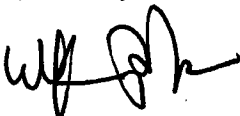
The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:AE:KP:ra

Attachments (2)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

ATTACHMENT A**CLASSIFICATIONS RECOMMENDED FOR ADDITION**

| Proposed Savings/ Cafeteria Benefit Plan | Item No. | Title | Salary Schedule & Level |
|---|---------------------|--|--|
| Horizons/ Options | 6547 | Audio, Video, and Security Systems Technician | F 6,094.04 |
| Horizons/ Options | 6550 | Audio, Video, and Security Systems Technician Supervisor | F 7,008.16 |
| Savings/ Megaflex | 1024 | Executive Director, Countywide Equity Oversight Panel (UC) | N23 R13 |

**NON-REPRESENTED CLASSIFICATION RECOMMENDED
FOR SALARY CHANGE**

| Item No. | Current Title | Current Salary Schedule & Level | Recommended Salary Schedule & Level |
|---------------------|-------------------------|--|--|
| 1915 | Human Resources Manager | N23 S15 | N23 S13 |

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED
FOR TITLE CHANGE**

| Item No. | Current Title | New Title |
|---------------------|---------------------------|----------------------------|
| 4727 | Mental Health Analyst I | Health Program Analyst I |
| 4729 | Mental Health Analyst II | Health Program Analyst II |
| 4731 | Mental Health Analyst III | Health Program Analyst III |

RECOMMENDATIONS FOR POSITION RECLASSIFICATION**CHILDREN AND FAMILY SERVICES**

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|--|
| 1 | Senior Departmental Employee Relations Representative Item No. 1908A NM 101C Non-Represented | Head Departmental Civil Service Representative Item No. 1882A NM 101C Non-Represented |
| 1 | Eligibility Worker II Item No. 9179A N3MW 68A Represented | Eligibility Worker III Item No. 9177A NMW 70A Represented |

The subject Senior Departmental Employee Relations Representative position serves as the head of the Performance Management Unit in the Human Resources Division where it supervises a staff comprised of five (5) Departmental Civil Service Representatives and one (1) Administrative Services Manager I. Specifically, the position oversees the preparation and presentation of cases involving disciplinary actions before the Civil Service Commission. The position prepares and presents the more complex and controversial cases, as well as consults with and provides training related to disciplinary actions and discrimination to supervisors and managers.

Positions allocable to Senior Departmental Employee Relations Representative are responsible for leading or administering the employee relations program of a large County department with diverse employee bargaining units and complex employee relations issues. In contrast, the responsibilities assigned to the subject position are more consistent with the classification definition for Head Departmental Civil Service Representative, a class which supervises staff responsible for serving as departmental advocates before the Civil Service Commission. Therefore, we recommend lateral reclassification to Head Departmental Civil Service Representative.

The subject Eligibility Worker II position reports to an Eligibility Supervisor and is assigned to the Appeals Section in the Revenue Enhancement Division. Its primary responsibility is to assist the Department's appeals hearing staff with appeals cases by receiving, processing and tracking appeals referrals. Duties include processing Case Corrections/Conditional Withdrawals; re-evaluating foster care eligibility based on newly discovered evidence, foster care rate increases, and changes in effective dates and stop dates for foster care eligibility; reading decisions made at the State level and ensuring compliance with these decisions by initiating retroactive payments, payment corrections, and completing Notices of Actions; and processing all "Aid Paid Pending" actions to start and/or stop foster care payments.

CHILDREN AND FAMILY SERVICES (continued)

The above duties and responsibilities are more consistent with the Eligibility Worker III class concept. By definition, this class performs technically complex and specialized public program eligibility assignments in the areas of quality assurance, fair hearing appeals, Income Eligibility Verification System (IEVS), Integrated Fraud Detection System (IFDS) and overpayment recovery. Therefore, we recommend upward reclassification to Eligibility Worker III.

MENTAL HEALTH

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|--|---|
| 1 | Division Chief, Program Development, Mental Health Item No. 4720A NM 110C Non-Represented | Administrative Services Manager II Item No. 1003A NM 96C Non-Represented |

This position will report to a Departmental Human Resources Manager III. It will oversee the Training Unit of the Human Resources Division by supervising staff in the coordination, provision, and evaluation of mandated employee training; directing the preparation and revision of applicable policies and procedures; analyzing legislation affecting the training program; and administering and monitoring the budget for the unit.

The aforementioned duties are more consistent with those typically performed by Administrative Services Manager II, a class which supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments. Based on the proposed responsibilities, we are recommending downward reclassification to Administrative Services Manager II.

PUBLIC LIBRARY

| No of Pos | Present Classification | No of Pos | Classification Findings |
|--------------------------|---|--------------------------|--|
| 8 | Library Assistant IV Item No. 8331A NM 77E Represented | 6 | Librarian II Item No. 8335A NM 84E Represented |
| | | 2 | Librarian III Item No. 8336A NM 86E Represented |
| 12 | Librarian II Item No. 8335A NM 84E Represented | 6 | Librarian I Item No. 8334A NM 82E Represented |
| | | 5 | Librarian III Item No. 8336A NM 86E Represented |
| | | 1 | Librarian IV Item No. 8337A NM 88E Represented |
| 9 | Librarian III Item No. 8336A NM 86E Represented | 3 | Librarian II Item No. 8335A NM 84E Represented |
| | | 6 | Librarian IV Item No. 8337A NM 88E Represented |
| 5 | Librarian IV Item No. 8337A NM 88E Represented | 4 | Librarian III Item No. 8336A NM 86E Represented |
| | | 1 | Librarian V Item No. 8339A NM 90E Represented |
| 1 | Librarian V Item No. 8339A NM 90E Represented | 1 | Librarian IV Item No. 8337A NM 88E Represented |

PUBLIC LIBRARY (continued)

The subject Librarian positions are assigned to locations throughout Los Angeles County and are currently being allocated based on outdated standards and duties. A new Library Grouping System was created to recognize the substantial change and expanded use of information technology associated with the duties performed. The increased responsibilities have altered the delivery of services to patrons, which includes working with various forms of media (e.g., DVD, CD, etc.) and expedited ordering and receiving of materials due to centralization of collection development responsibilities.

The new Library Grouping System has re-defined the Librarian classification series and resulted in more clearly defined allocation standards and factors and has resulted in the need to reclassify the subject positions into the new structure. Changes to the duties and responsibilities of the subject positions are consistent with the duties and scope of responsibility assigned to each of the respective classifications. Therefore, we are recommending upward and downward reclassification of 25 Librarian positions to Librarian I, II, III, IV, and V.

REGISTRAR-RECORDER/COUNTY CLERK

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 2 | Election Assistant III, NC Item No. 9315H FH, \$27.19 Represented | Administrative Assistant III Item No. 0889H NM 85K Represented |
| 1 | Field Representative, Registrar-Recorder Item No. 1156A NM 68G Non-Represented | Administrative Assistant III Item No. 0889A NM 85K Represented |

The vacant, subject Election Assistant III, NC positions report directly to an Administrative Services Manager III, and are assigned to the Finance and Management Division, Election Logistics and Records Management Programs Section. These positions are responsible for recommending procedural and operational improvements related to election logistics. In addition, the subject positions assist with the development of election schedules through the Clarity Control and Task Management System, in order to coordinate and monitor critical election activities.

The subject Field Representative, Registrar-Recorder position reports directly to an Election Programs Coordinator and is assigned to the Executive Office, Community and Voter Outreach Section. The subject position develops voter outreach manuals, voting brochures, posters, and educational videos. In addition, the subject position ensures that the department complies with all federal, state, and local voting regulations.

The duties and responsibilities assigned to these positions are consistent with the classification standards for the Administrative Assistant III classification. By definition, the Administrative Assistant III is a classification which defines, analyzes, and makes recommendations for the solution of highly complex operating, budgetary and financing, and other management problems of a County department, and participates in the implementation of their solution. Further, the subject positions perform a more administrative role compared to the current classification, respectively. Therefore, we recommend upward reclassification of the Election Assistant III, NC and Field Representative, Registrar-Recorder positions to Administrative Assistant III.